

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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June 22, 2004

FROM: THOMAS L. SUTTON, Interim Director
Special Districts Department

**SUBJECT: CONTRACTS FOR ON-CALL DISTRICT ENGINEER SERVICES FOR ALL
BOARD-GOVERNED SPECIAL DISTRICTS, COUNTY SERVICE AREAS AND
THEIR IMPROVEMENT ZONES**

RECOMMENDATION: Acting as the governing body of all Board-governed Special Districts, County Service Areas, and their Improvement Zones, approve the following five contracts for On-Call District Engineer Services, for a three-year period:

Agreement No. 04-_____	Merrell-Johnson Engineering of Victorville	Not to Exceed \$200,000 per F/Y
Agreement No. 04-_____	Nolte Associates of Corona	Not to Exceed \$200,000 per F/Y
Agreement No. 04-_____	RBF Consulting of Ontario	Not to Exceed \$200,000 per F/Y
Agreement No. 04-_____	So & Associates of Apple Valley	Not to Exceed \$200,000 per F/Y
Agreement No. 04-_____	Webb Associates of Riverside	Not to Exceed \$200,000 per F/Y

BACKGROUND INFORMATION: Board-governed Special Districts, County Service Areas and their Improvement Zones maintain and operate a variety of facilities (i.e. Water, Wastewater, Park and Fire) throughout the County that require appropriate professional evaluations and engineering to ensure that existing facilities operate in the most efficient manner possible and identify the needs of new or replacement facilities. Currently the Department has one system engineer and two project managers that attend to all of the districts engineering needs. Staff cannot effectively oversee, evaluate, and prepare appropriate documents such as plans and specifications for all of the facilities concurrently without added resources. In addition, engineering is required for plan reviews with private developers wishing to construct and connect to District facilities, specifically water and wastewater, which requires considerable professional and technical expertise that the districts do not have. Failure to provide such assistance could jeopardize private development, proper construction of County facilities and could create an impact to life, health, safety and welfare to some residents in certain districts.

On-call engineering services would include site and facility inspections; preparation of facility engineering reports and feasibility studies; assist with project budget cost estimating; conduct private development plan reviews and offer recommendations; prepare and conduct district assessment valuations; conduct property, topography and site surveys; prepare maps, plans and specifications as required; and assist with the preparation of documents for Federal and/or State financial assistance programs. The Department currently has three on-call district engineering contracts in effect that expire on June 30, 2004.

On February 24, 2004, the Board of Supervisors approved the issuance of a Request For Proposal to solicit proposals from qualified civil engineering firms. The Special Districts Department advertised on several national business and professional trade websites (Reed Construction Data, Engineering News Record, F.W. Dodge, Architects Information Network and Bid America) and on the Special Districts Web site for this service. A mandatory pre-proposal conference was held on March 23, 2004 with thirteen companies represented.

Record of Action of the Board of Supervisors

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On April 9, 2004 eleven proposals were received and accepted after the initial pre-proposal screening conference. On May 11, 2004, selection committees comprised of representatives from the Water Division, Wastewater Division, Special Districts Department, Purchasing Department, and the Architecture & Engineering Department, reviewed and graded the proposals. Proposal evaluation included rating the firm's office locality, references supplied, scope and breadth of services offered, understanding County's needs and processes, experience in general public works functions with respect to on-call services, and general fees for services.

Firms that submitted proposals were as follows:

Albert Webb and Associates from Riverside
Merrell-Johnson Engineering from Victorville
Jacobsen/Helgoth Consultants from Laguna Hills
Nolte Associates from Corona
Lee & Ro Associates from Industry
Engineering Resources from San Bernardino
RBF Consulting from Ontario
TKE Engineering from Riverside
Tettermer Inc. from Irvine
PBS&J from Irvine
So and Associates from Apple Valley

Due to the diversity and specific expertise which may be required to accommodate the anticipated work loads for each Division/District (i.e. roads, flood control facilities, water and wastewater facilities, recreation and park facilities, fire facilities, etc.), separate contracts with those firms best suited to perform the various multiple tasks necessary were identified and recommended by the selection committee based on the ranking score of each respondent. The Special Districts Department, in concert with its selection committee, identified the necessity to recommend the selection of the top five rated consultants. These five consultants were selected through the proposal evaluation process, as being able to provide the best-qualified services at the lowest cost possible in meeting all of the anticipated engineering services.

The Special Districts Department recommends that the five selected firms be awarded contracts for three-year terms each, not to exceed \$200,000 per contract per fiscal year. Total fiscal year costs of the five contracts would not exceed \$1,000,000. Specific work tasks will be issued against that contract by an approved district work order for those specific tasks requested. Some task requirements may be higher cost than others depending on the nature of the work, time and level of effort to accomplish the task. Multiple tasking may be frequently required to accomplish all necessary goals effectively. However, the Department will only utilize the services of consultants as needed and the consultants are aware that they may not be entitled to the full annual not-to-exceed contract amount. Staff deems that the proposals are reasonable and within acceptable fee ranges typically charged for this type of service. Staff will also monitor all consultant work to ensure that the level and quality of service provided is acceptable.

REVIEW AND APPROVAL BY OTHERS: This action has been reviewed and approved by County Counsel (Daniel B. Haueter, Chief Deputy, 387-5947) on June 7, 2004, by the County Administrative Office (Wayne Thies, Administrative Analyst, 387-5409) on June 10, 2004.

FINANCIAL IMPACT: The five (5) contracts will not exceed \$200,000 each, for an aggregate amount of \$1,000,000 per fiscal year (\$3,000,000 in total over a three fiscal year period). These contracts will be funded from individual district operating and capital improvement accounts that are currently budgeted and that will be prospectively budgeted for the next three fiscal years. All costs will be itemized and billed to the Districts utilizing these services on a time and material basis and as approved by the Special Districts Department administrative staff.

**APPROVE CONTRACTS FOR ON-CALL DISTRICT ENGINEER SERVICES FOR ALL
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COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's request due to the need for enhanced and specialized professional engineering services that will directly benefit specific projects and districts. This action has no impact to the County's General Fund.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Thomas L. Sutton 387-9625